

## **PREPARATION OF THE ANNUAL ENVIRONMENTAL SURVEILLANCE REPORT**

**Purpose** This Meteorology and Air Quality Group (MAQ) procedure describes the preparation, review, and distribution of the annual LANL Environmental Surveillance Report (ESR) required by DOE Order 231.1.

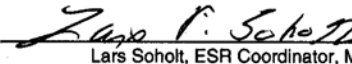

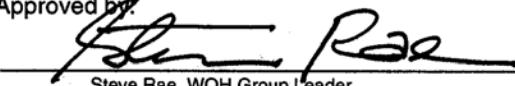
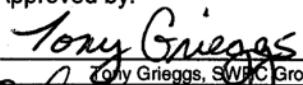
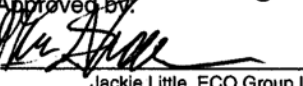
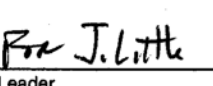
**Scope** This procedure applies to individuals in the environmental groups in RRES Division who have responsibilities for compiling and providing contributions to the ESR.

**In this  
Procedure**

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**Hazard  
Control Plan** The hazard evaluation associated with this work is documented in MAQ-Office or the appropriate HCP of the employee's group.

**Signatures**

Prepared by:  Lars Sohlt, ESR Coordinator, MAQ	Date: 5-11-04
Approved by:  Jean Dewatt, MAQ Group Leader	Date: 5/11/04
Approved by:  Steve Rae, WQH Group Leader	Date: 5-11-04
Approved by:  Tony Grieggs, SWAC Group Leader	Date: 5/11/04
Approved by:   Jackie Little, ECO Group Leader	Date: 5/11/04

05/11/04

### **CONTROLLED DOCUMENT**

This copy is uncontrolled if no red stamp is present on printed copies.  
Users are responsible for ensuring they work to the latest approved revision.

## General information about this procedure

**Attachments** This procedure has the following attachment:

Number	Attachment Title	No. of pages
1	Example of ESR Preparation Schedule	2

**History of revision**

This table lists the revision history and effective dates of this procedure.

Revision	Date	Description Of Changes
0	3/15/99	New document.
1	3/15/00	Revised document, issued as LANL-ESH-20-OP-RDT-001.
2	6/16/04	Revised and issued as RRES-MAQ-232, R2.

**Who requires training to this procedure?**

The following personnel require training before implementing this procedure:

- ESR coordinator
- Group coordinators
- ESR editor
- ESR compositors

*Not required (but recommended) to train to this procedure are*

- Authors of ESR contributions

**Training method**

The training method for this procedure is “**self-study**” (reading) and is documented in accordance with MAQ-026 (for MAQ employees) or the individual’s group training procedure.

**Definitions specific to this procedure**

None.

**References**

The following documents are referenced in this procedure:

- MAQ-Office, “General Office Safety and Security for All Employees”
- MAQ-026, “Personnel Training”
- DOE Order 231.1, “Environmental Safety and Health Reporting,” September 1995

## Description of ESR process and responsibilities

**Description of roles** The annual Environmental Surveillance Report (ESR) summarizes the results of environmental monitoring of air, surface water, groundwater, sediments, soils, biota, and foodstuffs performed at LANL during a calendar year. The report is prepared by personnel in at least four groups. A coordinator for the whole report (currently an MAQ group member) ensures that the report is compiled, reviewed, and prepared efficiently and on time. Per DOE Order, the ESR must be available to the public by October 1 after the sampling year.

The following table lists the general responsibilities of each position. Specific responsibilities for accomplishing these actions are given in the remainder of this procedure and are shown in **bold** print.

Who	What
<b>ESR coordinator</b>	<p>Act as main point of contact for ESR preparation.</p> <p>Coordinate resolution of content and format issues between DOE and LANL.</p> <p>Confer with division representative for final decisions on any conflicts.</p> <p>Plan and schedule actions in this procedure so ESR is issued for public release by October 1.</p> <p>Arrange for outside review of the report.</p>
<b>ESR editor</b>	<p>Perform grammar and spelling edit of the report prior to final publication.</p>
<b>RRES Environmental Management Services (EMS) Program Manager</b>	<p>Make final decisions regarding content and format.</p>

## Description of ESR process and responsibilities, continued

Who	What
<b>Group coordinators in each group providing sections to ESR (currently from MAQ, WQH, ECO, and SWRC)</b>	<p>Act as point of contact between the ESR coordinator and authors in the group.</p> <p>Receive report submissions from authors in respective group, submit report submissions to ESR coordinator, and receive comments from ESR coordinator and editor.</p> <p>With the group leader and authors, determine the content required in assigned sections to meet the requirements of DOE Orders.</p> <p>Arrange for group technical peer reviews.</p> <p>Certify the accuracy and quality of the data submitted by group authors.</p> <p>Perform technical edit of group's input.</p> <p>Approve all changes.</p>
<b>Report Compositor</b>	<p>Receive report submissions from group coordinators.</p> <p>Compile the ESR and its drafts.</p> <p>Maintain files of report submissions, drafts, and comments and submit to records center upon completion of the report.</p> <p>Maintain distribution list of those who wish to receive final report.</p> <p>Work with MAQ Group web master to post ESR on the web.</p>
<b>Tables Compositor</b>	Format tables, including quality review.
<b>Authors</b>	<p>Write assigned sections of the report, provide the report submissions to the group coordinator, and respond to reviewers' comments.</p> <p>With the group coordinator, determine the content required in assigned sections to meet the requirements of DOE Orders.</p>

## Fall planning meeting

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### Planning and scheduling of report preparation

Planning for the ESR begins in the fall of the year for which the report is being prepared. For example, planning for the 2003 report starts in the fall of 2003. The 2003 report is to be available to the public by October 1, 2004.

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### Calling fall planning meeting

The **ESR coordinator** calls for a planning meeting sometime in November. Invitees should include the group coordinators from each contributing group, ESR editor, compositors, and the EMS Program Manager (owner of the ESR process).

**Group coordinators** may invite authors.

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### Purpose of planning meeting

At the meeting, format and content changes are to be resolved to the extent practical. The **ESR coordinator** provides to the group coordinators the following information:

- summary of outside review (content review) of last year's report
- proposed schedule for submittals and report preparation (see example Attachment 1)
- proposed format and layout of the report (based on discussions with EMS Program Manager)
- lessons learned from last year's report
- assignments to each group for required submittals
- other relevant topics

At the meeting, the **group coordinators** provide input on

- proposed format and content changes
- author assignments
- proposed schedule
- other relevant topics

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### Review this procedure

If the ESR preparation process needs to be changed based on experiences during the previous year, the **ESR coordinator** initiates revision of this procedure at the fall planning meeting.

## Spring planning meeting

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**Calling spring meeting** Sometime in March, the **ESR coordinator** calls for a planning meeting. Invitees should include the group coordinators from each contributing group, ESR editor, compositors, and RRES Environmental Management Services Program Manager (owner of the ESR process).

**Group coordinators** may invite authors.

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**Purpose of planning meeting** At the meeting, the **ESR coordinator** provides to the group coordinators the following information:

- DOE's guidance on report format as available
- final format and layout of report
- guidance and requirements from ESR editor and compositors for submission of electronic files, including format and file naming conventions
- schedule for submissions
- other relevant topics

At the meeting, each **group coordinator** provides information on

- proposed format and content changes
- author assignments
- status of any analytical work that may impact the preparation of the report
- schedule for submissions
- other relevant topics

## Preparing and submitting ESR contributions for first draft

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### Make author assignments and set schedule

Each **group coordinator** makes assignments to each author within the group and establishes a schedule for submission of contributions from each.

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### Finalize content

Each **group coordinator**, with the group leader and authors, make final decisions on the content required to meet the requirements of DOE Orders.

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### Write required sections

Each **author** prepares the required contributions and submits them to the group coordinator.

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### Review and submit contributions

Each **group coordinator** ensures each author's contribution is technically reviewed by appropriate peers or outside experts before submission to the ESR coordinator.

After review, each **group coordinator** sends the contributions to the ESR compositor in the agreed-upon electronic format, along with a printed hard copy submittal to be forwarded to the ESR coordinator .

## Preparing and reviewing first draft

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### Receive submissions from groups, compile and prepare first draft

The **report compositor** logs all submissions and compiles them into the specified format. Tables may be forwarded to the tables compositor for formatting.

The **ESR coordinator** works with the compositor to prepare the first draft of the ESR by the established schedule deadline and returns the draft to the group coordinators.

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### Obtain review of first draft

The **ESR coordinator** arranges for review of the composited first draft and reconfirms the established milestone for return of comments. The primary purpose of this review is to assess readability and technical consistency of the report. Required reviewers include group coordinators and contributors that provided submissions to the ESR (arrange through ESR coordinator)

If comments are available before the “concurrent review” meetings (see below), the **ESR coordinator** forwards appropriate comments to each group coordinator before the meetings.

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### Resolve review comments in “concurrent review” sessions

**ESR coordinator** arranges (in cooperation with the group coordinators) for a “concurrent review” meeting between the reviewers and authors and ensures the reviewers reach consensus on the changes to be made to the draft. The **ESR compositor** tracks all changes discussed at the concurrent review meeting.

The **authors** may submit any other changes not resolved at the meeting to the report compositor through the group coordinator.

**NOTE:** The first draft may be prepared and reviewed chapter by chapter rather than as one document. This accommodates available times of required reviewers.

The **authors** submit the re-writes as necessary to the group coordinator who forwards them to the report compositor.

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### Editing

After final preparation of the first draft and before legal review, the ESR Coordinator sends the draft for spelling and grammar edit.

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### Legal review

The **ESR Coordinator** approves and then forwards the compiled first draft to authors and Laboratory legal counsel for chapter-by-chapter review.



## Preparing and reviewing second draft

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### Legal comments

The **ESR coordinator** and **group coordinators** review and resolve chapter-by-chapter legal comments.

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### Submit rewrites

In response to the review of the first draft, the **group coordinator** forwards the revised sections from the authors to the ESR compositor.

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### Prepare second draft

The **ESR compositor** prepares the second draft.

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### Obtain review of second draft

The **ESR coordinator** arranges for review of the second draft by the established milestone. Required reviewers include

- Authors within each group that provided contributions (arrange through group coordinators)
- LANL classification
- RRES Division Environmental Management Services Program Manager
- DOE Los Alamos Site Office
- DOE Albuquerque Office

## Preparing and reviewing third (approval) draft

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### Resolve comments from second draft

The **ESR coordinator** receives comments and distributes via group coordinators to the authors.

**Authors** prepare responses to all comments.

**Group coordinators** forward authors' comments and revisions to ESR compositor.

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### Negotiate changes with DOE and authors

The **ESR coordinator** works with the DOE, authors, editor, composers, and group coordinators to resolve DOE comments. If there are unresolvable conflicts, consult the RRES Environmental Management Services Program Manager for resolution.

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### Prepare third draft

The **ESR compositor** prepares the third draft.

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### Prepare transmittal memo

The **ESR coordinator** prepares a comment resolution document responding to DOE comments on the second draft and an accompanying transmittal memo to DOE.

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### Obtain review of third draft

The **ESR coordinator** arranges for review of the third (approval) draft and reconfirms the established milestone for return of comments. Required reviewers include

- Authors within each group that provided contributions (arrange through group coordinators)
- DOE point of contact

## Preparing final ESR

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### Prepare final report

After all changes have been successfully negotiated with DOE and the approval from DOE has been received, the **ESR compositor** makes all changes and prepares the final (4th) version of the report.

The **ESR coordinator** obtains final certification letters from MAQ, WQH, ECO, and SWRC attesting to the data accuracy and completeness in their respective ESR chapters.

When the final version is ready, the **ESR compositor** submits it to S Division for security review and assignment of a publication number.

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### Submit for publication

The **ESR report compositor** submits the report to the MAQ Web master for electronic posting on the LANL web internet site. Posting on the web site constitutes “release” for purposes of meeting the October 1 milestone for public availability of the report.

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### Distribute report

The **report compositor** coordinates the ESR distribution of the executive summary or CD copies to those on the maintained distribution list.

## Records resulting from this procedure

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### Records

The following records generated as a result of this procedure are to be submitted **by November 1** as records to the MAQ records center for “indefinite” maintenance:

- Copy of printed ESR
- Written correspondence with DOE
- Approval from DOE to print
- Data certification memos from MAQ, WQH, SWRC, and ECO groups

The following records generated as a result of this procedure are to be submitted **by November 1** as records to the MAQ records center for maintenance for one year:

- Draft reports with author comments

[Click here to record “self-study” training to this procedure.](#)

## ***EXAMPLE OF ESR PREPARATION SCHEDULE***

### **Preparation of 2003 Environmental Surveillance Report CY 2004 Schedule**

April 12, 2004	Initial drafts of <b>Ch. 7&amp;8</b> to Lars & Belinda
April 12 - 26, 2004	Edit & composite text, tables, & graphics: <b>Ch. 7&amp;8</b>
April 26, 2004	<b>Ch. 7&amp;8</b> draft to Phil
May 3, 2004	Concurrent review <b>Ch. 7&amp;8</b>
May 3 - 6, 2004	<b>Ch. 7&amp;8</b> submit approved concurrent review changes
May 6 - 10, 2004	<b>Ch. 7&amp;8</b> text edited and composited
May 10 - 17, 2004	<b>Ch. 7&amp;8</b> Legal review
May 17-24, 2004	2nd edit & composite text, tables, graphics <b>Ch. 7&amp;8</b>
May 24, 2004	Revised 2nd draft <b>Ch. 7&amp;8</b> to Phil for approval
May 3, 2004	Initial drafts of <b>Ch. 1&amp;2</b> to Lars & Belinda
May 3-17, 2004	Edit & composite text, tables, & graphics: <b>Ch. 1&amp;2</b>
May 17, 2004	<b>Ch. 1&amp;2</b> to authors
May 24, 2004	Concurrent review <b>Ch. 1&amp;2</b>
May 25-31, 2004	<b>Ch. 1&amp;2</b> submit approved concurrent review changes
May 31-June 4, 2004	<b>Ch. 1&amp;2</b> text composited
June 15-18, 2004	Final sections of <b>Ch. 2</b> to Lars & Belinda, edited and composited [EPCRA, RAD-NESHAP]
June 21-28, 2004	<b>Ch.1&amp;2</b> Legal review
May 17 - 24, 2004	2nd edit & composite text, tables, & graphics: <b>Ch. 1&amp;2</b>
May 24, 2004	Revised 2nd draft <b>Ch.1&amp;2</b> to authors for approval
May 21, 2004	Initial drafts of <b>Ch. 4</b> to Lars and Belinda
May 24-June 1, 2004	Edit & composite text, tables, & graphics: <b>Ch. 4</b>
June 1, 2004	<b>Ch. 4</b> to authors
June 8, 2004	Concurrent review <b>Ch. 4</b>
June 8-15, 2004	<b>Ch. 4</b> submit approved concurrent review changes
June 16- 18, 2004	Final sections of <b>Ch. 4</b> to Lars & Belinda, edited and composited [RadStacks]
June 18-25, 2004	<b>Ch. 4</b> Legal review
June 25-July 2, 2004	2nd edit & composite text, tables, & graphics: <b>Ch. 4</b>
July 7, 2004	Revised 2nd draft <b>Ch. 4</b> to Craig for approval
June 1, 2004	Initial draft of <b>Ch. 3</b> to Lars & Belinda
June 1-8 , 2004	Edit & composite text, tables, & graphics: <b>Ch. 3</b>
June 8, 2004	<b>Ch. 3</b> to Mike

June 15, 2004	Concurrent review <b>Ch. 3</b>
June 15-22, 2004	<b>Ch. 3</b> submit approved concurrent review changes
June 22-29, 2004	<b>Ch. 3</b> Legal review
June 29-July 7, 2004	2nd edit & composite text, tables, & graphics: <b>Ch. 3</b>
July 7, 2004	Revised 2nd draft <b>Ch. 3</b> to Mike for approval
June 15, 2004	Initial drafts of <b>Ch. 5&amp;6</b> to Lars & Belinda
June 15-22, 2004	Edit & composite text, tables, & graphics: <b>Ch. 5&amp;6</b>
June 22, 2004	<b>Ch. 5&amp;6</b> drafts to David & Bruce.
June 29, 2004	Concurrent review <b>Ch. 5&amp;6</b>
June 29 - July 7, 2004	<b>Ch.5&amp;6</b> submit approved concurrent review changes
July7-14, 2004	<b>Ch. 5&amp;6</b> Legal review
July 14-26, 2004	2nd edit & composite text, tables, & graphics: <b>Ch. 5&amp;6</b>
July 26, 2004	Revised 2nd draft <b>Ch. 5&amp;6</b> to David & Bruce for approval
July 26-August 3, 2004	Belinda compiles approved chapters into review copies for DOE, authors, & RRES-DO
August 4-11, 2004	Review by S-7
August 12-26, 2004	Review by DOE, authors, & RRES-DO
August 26-September 10, 2004	Resolve final comments
September 10-17, 2004	Prepare final document
September 21, 2004	Post document on web